CHAPTER 11

AUTOMATED SUPPLY

With the ever-increasing use of automatic data processing (ADP), it is inevitable that the Navy adapt as many of its tedious and time-consuming tasks as possible to automated procedures. In fact, the recording and reporting discussed in the preceding chapters can, to some degree, be accomplished by punched cards, magnetic tapes, and bar codes.

This chapter discusses the more common applications of automatic data processing with regard to supply procedures. You are not expected to become a Data Processing Technician, but since you will undoubtedly work with some form of automated supply during your time in the Navy, it is to your advantage to understand the principles involved. You will be concerned primarily with the Shipboard Uniform Automated Data Processing System (SUADPS), Shipboard Uniform Automated Data Processing System-Aviation (SUADPS-AV), and the Shipboard Nontechnical ADP Programs (SNAP I and II).

DATA PROCESSING TERMS

The growth of data processing has resulted in a vocabulary peculiar to that field. It is necessary that you understand a few of the basic terms as you study this chapter.

EAM—Electric Accounting Machine has the capability to perform specific jobs. Each operation must be controlled by an Operator. The machine reads input from punched cards, performs arithmetic computations much like a desk calculator, and produces output in the form of listings and/or punched cards.

EDP—Electronic Data Processing uses electronic circuitry (computers) to accept input from punched cards, magnetic tapes, scanners, or typewriter keyboards. They perform computations at very high speeds, store and retrieve data, and produce output in the form of punched cards, listings, and/or magnetic tapes.

ADP—Automatic Data Processing is a term for electronic data processing. Actually it is more inclusive, covering both EDP and EAM. Current emphasis is on computerized equipment. With the use of optical scanners it is possible to have an ADP system without the use of punched cards. However, you should understand that ADP can and does include both.

BAR CODE—A bar code, called 3-of-9, can be read by a scanner and is used in ADP. This code is similar to the Universal Product Code (UPC) used on grocery items. However, unlike the UPC, 3-of-9 can represent more than just numbers. Figure 11-1 is an example of a bar code label for an NSN.

INPUT—The data that is fed into an automated system.

OUTPUT—The end result of input and machine instructions that is produced in usable form (cads, printouts, etc.).

All EAM/ADP operations must be covered by detailed, step-by-step instructions to achieve the desired results. The instructions for EAM operations are referred to as PROCEDURES. They are divided into separate steps that an operator must apply to each machine by the use of a wired control panel. The instructions for an ADP processing operation are called a PROGRAM and may consist of a great many steps that are performed autmatically in sequence. EAM procedures are printed instructions to the operator. The ADP program is coded instructions to the computer.

THE PUNCHED CARD

Many automated procedures make use of punched cards. Figure 11-2 shows an example of a standard 80-column card and how the punch locations are used to record data. Most of the cards you use will not look like this one; e.g., the DD Form 1348m. They may be
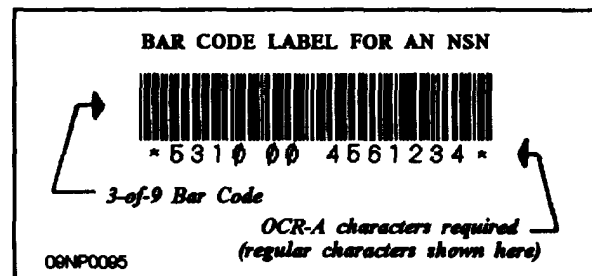

Figure 11-1.—Example of a bar code label for an NSN.

printed in many formats to provide blocks for entering information by pen or typewriter that is later punched into the card on the keypunch. It is not necessary for you to learn the punch codes since most cards will be "punched and interpreted." That is, in addition to the data punched into the card, the same information is printed (interpreted) along the top of the card in one or two lines. The character may be printed directly above the punch or may be placed in any position depending upon the machine being used.

Most cards have either the top left or top right corner cut, although any corner may be cut. The card in figure 11-2 has the left corner cut. This corner cut provides a visual means to identify a type of card and to make sure that all cards are facing in the same direction and are right side up. It may also serve as a signal to a machine as they are being processed.

To make effective use of the punched card, much of the information is converted to codes. This is necessary since the card contains only 80 columns. Only one character can be placed in each column. In studying the chapter on the Military Standard Requisitioning and Issue Procedures (MILSTRIP), you saw how codes are used to convey a great amount of information on the DD Form 1348.

By converting the requisition information to a keypunched card, it can then be used to reproduce other cards for accounting, stock receipt, and requisition status file. The supplying activity can use the punched requisition to determine stock availability, prepare the invoice, update stock records, and perform financial accounting.

A punched card becomes a permanent record that may be used for many purposes and used many times. For this reason they should be handled with care since a crease or rolled edge can jam a machine and delay a job while a new card is prepared.

3-OF-9 BAR CODE

The 3-of-9 barcode is described in MIL-STD 1189, Standard Symbology for Making Unit Packs, Outer Containers, and Selected Documents. The code uses various arrangements of 5 bars and 4 spaces (hence the 9) of which 3 are wide (the 3) to represent any of 43 different characters. The digits 0-9, the letters A-Z, 6 special characters (/. + % $), and a blank space can be encoded by the 3-of-9. In addition to the barcode, MIL-STD 1189 requires OCR-A characters to appear above or below the bar codes. An example is shown in figure 11-3.

This code is read by electronic devices called scanners. These scanners have a hand held wand or light pen that is passed over the 3-of-9 bar code, either left to right or right to left. There are both stationary and portable scanners available. These scanners are very sensitive to the variations in the light and dark areas. The bar code data element can be as long as 32 characters with a start/stop mark (an asterisk) and a clear or blank space at both ends. The 3-of-9 bar code is self-checking—it must contain an exact number of
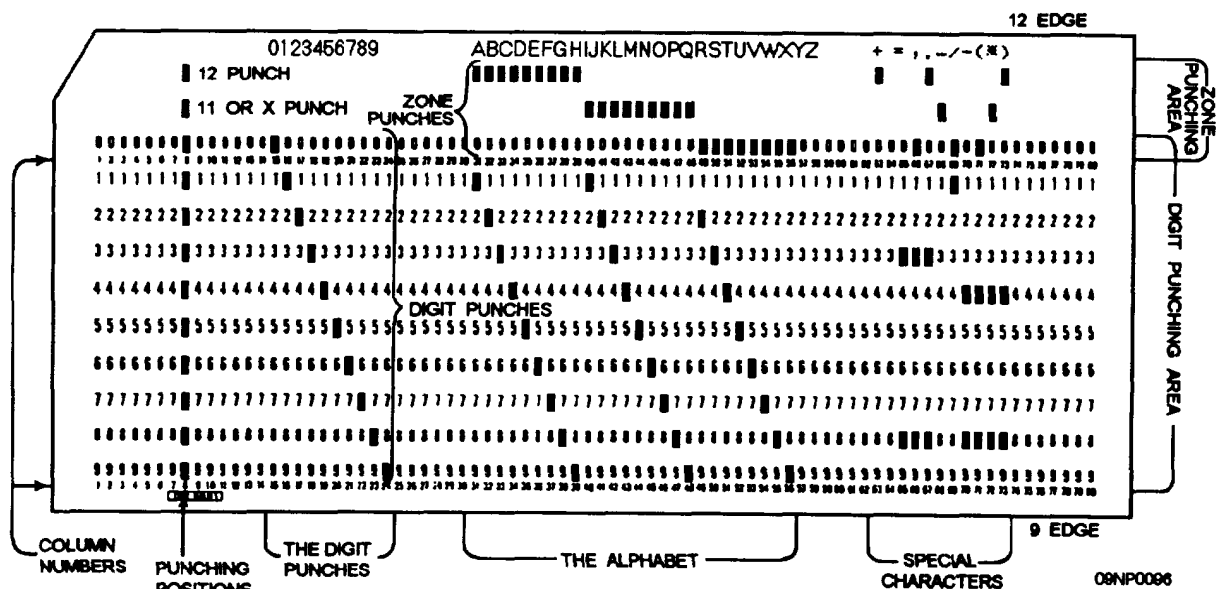

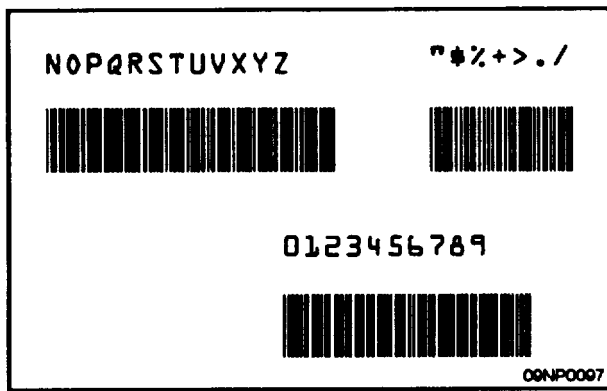**Figure 11-2.-Example of a standard 80-column punched card.**

Figure 11-3.—Example of a 3-of-9 bar code arrangements.

spaces when a given number of bars are read and vice versa. If the scanner reads an incorrect number of bars for the number of spaces read (or vice versa) or if the read data element is not begun and ended with a start/stop mark, then a "no-read" condition exists. With a good quality marking, the first read rate is near 100% and the character substitution (misread) rate is less than 1 error per 6,000,000 characters read. However, less than desired printing quality or label condition will degrade the first read rate, while the character substitution rate will be affected only slightly.

Our computers today depend on us to manually input data into a device that converts information into a machine acceptable form-punched cads, magnetic tapes, or electric signals from a terminal. As we have all experienced, manual input is prone to error and speed is limited to a person's manual dexterity. Bar code data can be scanned and converted accurately into computer usable form without manual keying.

BAR CODE APPLICATIONS

From the moment material first enters the supply system until it is issued, these bar codes can be scanned to provide key data for a variety of applications such as

Location Survey—Presently, the Uniform Automatic Data Processing System-Stock Point system (UADPS-SP) produces a tape with the location to be surveyed and each stock number that is supposed to be in that location. his tape is converted to cards. The warehouseman uses these cads to go to the location, check material in the bin, and handwrite corrections on the cards. The cads are returned for keypunching. The punched cards are then converted to tape which is used to update the Master Stock Item Record (MSIR).

With the locations labeled with their number in bar code and a portable scanner, cards are eliminated The scanner would be loaded with images from the UADPS-SP tape. The warehouseman is prompted by the scanner to go to a particular location. The warehouseman confirms he is at the right place by scanning the location bar code label. The scanner then displays what stock number should be in the bin, its condition code, shelf-life, etc. The warehouseman validates this information, makes corrections on the scanner's keyboard, and inputs any stock number in the location which is not shown on the scanner. These scanners have up to 60,000 character memories so the warehouseman can survey a number of locations. When the warehouseman is done, the scanner's information is converted into a tape which updates the MSIR.

Physical Inventory—To conduct a physical inventory, portable scanners are used in a way similar to a location survey. The locations and items to be inventoried are loaded into the scanner, the items inventoried, and the scanner's data passed to the main computer. As more and more incoming material is bar coded, the warehouseman will be able to scan the bar code label with the stock number on the item's box rather than write it down or key it into a scanner.

Material Receiving—Scanning light pens attached to a video terminal will be used to obtain the stock number and contract number off the incoming outer container. With these two pieces of data, the computer system will retrieve other pertinent information about a receipt from the Due-In File. The receiving personnel can input quantity received and be told where this item should be stored. The capability to print a barcode label for those items received without labels will also be available.

AUTOMATIC DATA PROCESSING

One of the most significant characteristics of automatic data processing (ADP) is that a complete series of operations can be planned The machine can then be directed to carry them out without further human intervention.

An ADP installation which includes several individual equipments is usually called a SYSTEM. The system must be able to accomplish four fundamental functions.

- Accept data
- Accept instructions

- Execute instructions
- Display results

To do this, the system is made up of input, control, storage, processing, and output sections.

ADP must have accurate input in order to produce usable output. It is in these areas that you, as a Storekeeper, are most likely to work. Storekeepers prepare most of the forms that are used as input and make use of the output in reviewing supply operations and preparing reports.

SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM

The Shipboard Uniform Automated Data Processing System (SUADPS) serves as a good example of ADP systems used aboard ship. This ADP system is currently in use aboard carriers, tenders, AFSs, and repair ships. The system consists of a computer, an operating system, applications programs, and clerical procedures.

The SUADPS was designed to satisfy afloat supply and accounting requirements through maximum automation of routine functions and at the same time provide a wide range of options that can be exercised at the shipboard level. All major files are maintained on magnetic tape, thus greatly reducing manual filing. Input is introduced to the system via the media of punched cards or magnetic tapes and now input from scanners may become possible. The computer system updates the appropriate magnetic tape files through a series of computer runs to reflect quantitative and monetary changes occasioned by the transactions processed. The computer produces outputs reflecting inventory balances, replenishment position, financial and accounting data historical data and exception data requiring supply personnel attention.

EQUIPMENT

Shipboard ADP equipment that comprises the SUADPS is identified by both a military designation and a civilian designation. The complete computer system, consists of the components listed below, and carries the military designation AN/UYK-5(V). It is also commonly known by its civilian designation U-1500. When referring to the entire system or individual components m military communications, it is correct to use the military designation.

The following equipments comprise the AN/UYK-5(V) computer system:

- CPU—The central processing point of a computer system. Electronically gathers the input data and produces output.
- MAGNETIC TAPE UNIT—A high-speed input and output device for the CPU.
- INPUT/OUTPUT TELETYPEWRITER—A low-speed input/output device for operator communication with the computer.
- CARD READER-PUNCH-INTERPRETER (CPRI)—Provides the required capability to read, punch, and interpret EAM cards.
- HIGH-SPEED PRINTER-Primary means of providing printed output from the system.

SUPPORT EQUIPMENT

In addition to the primary AN/UYK-5(V) computer components for processing of data, the source documents (input) must be provided by keypunches and verifiers. In some instances interpreters and card sorters are required for off-line or auxiliary jobs (small things not controlled by the computer). This equipment is designated as support equipment. The information contained hem is intended to familiarize you with the characteristics and purposes of the various types of support equipment and not to qualify you as an operator.

SYSTEM FILES

The SUADPS is a uniform system among the various ship types (SUADPS-207 and SUADPS-AV (207)) in that common routine functions are performed the same manner, and the AN/UYK-5(V) (U-1500) computer system is used by all. There are three basic types of files maintained in the SUADPS: (1) tape files, (2) manual files and *(3)* output files. However, system file names vary among the different ships. Certain magnetic tape files which are maintained in both SUADPS-207 (AD/AR, AS, AFS) and SUADPS-AV (207) (CVs, CVNs, LPHs, MAGs) segments are described below.

Master Record File

The Master Record File (MRF) is a tape/drum file maintained for each item stocked or demanded on board ship and contains data required for the management of the item. Records are maintained on "not carried" items in order to read demand, frequency, and dues. The information in the basic MRP record is augmented by five types of subrecords containing additional information. A printout of an MRF record may be

obtained by input of a stock number inquiry (document identifier X90). The data in the MRF is kept current by the application of transactions during update processing and by the application of change notice actions.

Requisition Record File

The Requisition Record (RQN) File is an active tile containing records for outstanding and completed requisitions originated by or for the ship. Completed requisitions may be removed from the RQN File by using the Requisition History File Process (RHISP) utility. RHISP will strip completed requisitions from the current requisition file and add them to the Requisition History File (RI-IF). Each requisition record consists of the card images of all status, follow up, and receipt transactions processed under the particular document number. Change notice actions which apply to the MRF also apply to the RQN File and become subrecords where applicable. A requisition record is initially established at the time a requisition document identifier (DI) (e.g. A0A) is processed in an update. The computer rejects any attempt to establish duplicate document numbers. The computer program allows a maximum of 32 subrecords for each requisition. A printout of a RQN record and related information may be obtained by input of a document number inquiry (DI X90).

Numbers File

The Numbers (NBR) File is a history file which contains a record of stock number changes and cross-reference data. Stock number changes are automatically recorded in the NBR File at the time change notice is processed. Records are contained in this file cross-referencing the following:

1—New NSN to old NSN and vice versa

2 —Part number (exceeding 15 positions) to local stock number and vice versa

3—New part number to old part number and vice versa

4—NSN to description and vice versa

5 —Part number to description and vice versa

6 —Local stock number to description and vice versa

Inquiry into the NBR File may be made by a Numbers File Inquiry (DI X90). A numbers inquiry will produce a listing of the basic numbers record and all related cross-reference subrecords. DI 082 may be used to obtain a complete printout of the Numbers/Cress-Reference Listing.

Financial Master File

The Financial Master File (FMF)is a series of tables and counters that generally correspond to financial reports and records. These tables are posted during update processing. The reports are produced from the computer as required by stock control personnel.

Maintenance Data Collection File

The objective of the Maintenance Data Collection System (MDCS) is the collection and reporting of maintenance-related data into the 3-M Systems by the use of a TDA91 tape. Equipment maintenance information (job control number, equipment identification number, etc.) is obtained from the supply documents for reporting into the 3-M Systems. This information is obtained from the following maintenance-related documents:

1. Issue documents

2. DTO requisitions

3. Receipts

4. Departmental turn-ins

5. AB , AS , and AE supply cancellation status

The only tape file in the system is the Maintenance Data Collection (MDC) File. The Maintenance-Related Transaction (MRT) in the MDCS is the same as the Transaction Tape (TRN) in the supply system. The MDC File contains data collected by the system and subsequently output as TDA91 tape.

MANUAL FILES

Manual files provide control over transactions which have not been completed. They are also a point of assembly for transitions which are to be processed, and they provide various system users with history or reference files on completed transactions. These files are explained below.

Keypunch Assembly File

The Keypunch Assembly File consists of source documents which are to be sent to Data Processing for keypunching. This file is maintained in the Stock Control Division. The documents are assembled in

document identifier batches and logged in a Control Log before being sent to keypunch.

Stock Control History File

The Stock Control History File contains all source documents which have been used as a basis for keypunching cards to update files. Included in this file are all transactions originating at the shipboard level; such as issues, off-line requisitions, changes to the Master Record File, local change notices, and copies of receipt documents. The file is maintained by the Stock Control Division in document identifier sequence within the Julian date processed.

Update File

The Update File consists of all locally keypunched cards, plus any system-generated cards which are to be processed during update. An Update File is maintained by the Stock Control Division until an update is desired, at which time the file is sent to the System Coordinator, who requests an update from Data Processing.

Data Processing History File

The Data Processing History file consists of all computer-generated or manually keypunched documents that have been used to update files. These cards are placed in this file according to the Julian date processed and will be maintained for 120 days. This file can also be maintained on magnetic tape.

Request for Data Processing Service Files

For control purposes, the System Coordinator must maintain an outstanding and completed Request for Data Processing Service File. The Request for Data Processing Services Form, which Stock Control submits to the System Coordinator, can serve as this file.

Bearer Suspense File

The Bearer Suspense File contains the retained copies of DD Form 1348 manual requisition packages which have been prepared off-line and sent to SERVMART or sent as bearer pickup requisitions (which are normally expected to be completed within a 24-hour period) to supply activities. The file is maintained in the Stock Control Division in order to monitor the return of receipt documents. After receipt of the material, the control copies are destroyed.

Receipt Takeup Card File

At the time stock requisitions are prepared by the computer during automatic reorder or when stock and direct turnover (DTO) requisitions are prepared off-line, an additional DD Form 1348m card is generated. This additional card is known as a "receipt takeup card." As receipt takeup cards are generated, they are filed in document number sequence or in a separate document number sequence for DTO and stock. As receipt documents are received, Stock Control personnel match the receipt document with the receipt takeup card. If no difference exists between the two documents, the receipt takeup card is placed in the Update File. If differences exist between the two documents, the receipt takeup card must be connected to agree with the receipt document and then placed in the Update File.

Mandatory Turn-in Repairable Control Cards

To ensure the turn-in of repairable items, the computer creates a Mandatory Turn-in Repairable Control Card whenever an issue or DTO receipt is processed against a stock record with material control code of D, E, G, H, Q, or X. The monitoring of mandatory turn-in items and the preparation of documents to turn the items in to ashore supply activities is a responsibility of the Supply Support Center (SSC).

OUTPUT FILES

The purpose of the Output Files is to provide the ship with a complete history of all transactions affecting stock or financial records. These files are explained below.

Transaction Ledger

The Transaction Ledger reports a history of all transactions processed successfully through the computer. The listings provide an audit trail for reconstructing actions that have taken place in the event that other files are destroyed, or when research is required. The Transaction Ledger contains any entry for each stock record affected by the particular update and is printed in National Item Identification Number (NIIN) sequence within record-type code. The top line of each entry reflects the stock record as it was at the beginning of the update. Immediately under this line, transitions are listed that were posted to the stock

record during the update. The final line of each entry Effects the updated stock record after all transactions have been posted. The Transactions Ledger should be maintained on file for approximately 1 year, or longer at the discretion of the supply officer.

Transaction Error Listing

The Transaction Error Listing contains transactions that could not be processed because of errors. Transactions appearing on the listing must be corrected and reinput since they do not appear on the Transaction Ledger and the computer maintains no record of them. The Transaction Error Listing represents an important part of the ship's audit trail and should be maintained on file for approximately the same time period as the Transaction Ledger.

Suspended Transaction Listing

The Suspended Transaction Listing contains transactions that do not have invalid fields or data elements, but that could not be processed because of certain conditions that exist in the stock records. The suspended transaction will appear on the Suspended Transaction Listing for a maximum of 15 updates. If the conditions are not corrected within the 15-update period, the transaction is deleted from the Suspended Transaction Listing and appears on the Transaction Error Listing. This listing should be retained for the same time period as the two previously discussed.

Information Listing

The Information Listing contains transactions that should be reviewed. In certain situations action may be required. It is also used as a management aid in that transactions worthy of the attention of the supply officer are flagged.

Transaction Error Message Key Number Summary Report

This report consists of transactions by DI and Mark Number (MKNR) that could not be processed because of error(s). From this report, the supply officer can determine what errors are being made and the possible causes.

Master Stock Status and Locator Listing

The Master Stock Status and Locator Listing (MSSLL) is a periodic printout of certain essential data elements from each stock record in the MRF. A supplemental MSSLL is produced automatically after each update (except when processing with the FASTRAND drum) and contains current data on all stock numbers affected sines the last complete MSSLL was produced.

SYSTEM OPERATION

As stated, master files in the U-1500 system are maintained on magnetic tape and are kept current through a daily, weekly, or monthly updating. This updating is a commercial-type processing in that data from input transactions (on cards, tapes, or scanners) are processed sequentially against records in a master file. These records are changed or updated by the applicable transaction and a new master file is created. Processing (or updating) is done on an exception basis in that any transaction or record that contains a detectable error is rejected from processing and is output to a printed error listing and/or an error card. No note is made of acceptable records that are processed. Within the system, inputs are called transitions, and each contains a three-character document identifier (DI) that identifies a particular type of transaction; e.g., a requisition, a receipt, or an issue. The computer is programed to recognize these DIs and to process the transaction against the proper stock and financial records. All inputs or outputs in the system use the standard MILSTRIP/MILSTRAP document identifiers, where applicable.

ISSUES

Issues are made on the DD Form 1348 instead of the NAVSUP Form 1250-1 discussed previously. A DD Form 1348m prepared for use as an internal issue document is shown in figure 11-4. The same information must be shown on the DD Form 1348 as is required on the NAVSUP Form 1250-1 although preprinted blocks are not provided for this purpose. The data element titles in blocks L, M, N, P, R, and U of the DD Form 1348m in figure 11-5 have been placed on the form for easier identification.

The DD Form 1348 is processed much in the same manner as the NAVSUP Form 1250-1. They are first checked by SSC personnel to make sure that the mandatory data elements are present and legible for the type of action to be taken (e.g., issue, or DTO procurement). In addition, SSC personnel must make sure that the mandatory 3-M data elements described and shown in figure 11-4 are present when applicable. Write the location of the material on the back of the

Figure 11-4.—The DD Form 1348 for use as an internal issue document.

request document and direct the customer to the appropriate storeroom. On occasion, verbal requests are received and SSC personnel must prepare the DD Form 1348. The required data elements are described in NAVSUP Publications 519 and 522. The NAVSUP P-519 contains procedures for SUADPS-AV (207). The NAVSUP P-522 contains procedures for SUADPS-207.

Document numbers are assigned differently than on the NAVSUP Form 1250-1. The first two characters of the serial number are assigned to each shipboard organizational segment that is authorized to initiate requests. In Card Columns 40-41 of figure 11-4, "35" has been assigned to the OE division of the operations department and the two characters in Card Columns 42-43 represent the number of requests from the originator on a certain Julian date, in this case, 01, meaning the first request for Julian date 3033. Each originator may issue no more than 99 requests on a single day, otherwise there would be duplicate document numbers.

Stock replenishment requisitions are assigned serial numbers in the 0001-1999 series. Blocks of serial numbers beginning at 2000 maybe assigned to various shipboard departments and/or to specific commodities of material. The 9700-9999 series are reserved for ship's store use. Serial numbers in requisitions for food items must include "9" in Card Column 40 and the applicable alphanumeric subsistence item code in Card Columns 41-43. Thus, the first character of the serial number aids in the distribution of the material since the receiving

Storekeeper is immediately able to identify DTO material and further, to identify who is to receive it.

STOCK RECORD UPDATE

As you know, all transactions are not issues. Receipts, transfers, and surveys also affect stock balances. Since most of them are covered by paperwork other than punched cards, some means must be available to feed the information to the machines. This is accomplished by input transaction cards coded with document identified or scanners.

Document identifiers classify each transaction as a receipt or expenditure or as an action that does not affect the stock balance such as an increase or decrease to "due" (outstanding requisition). Caption codes further classify the actions according to the captions appearing on financial reports. These codes are contained in the automated procedures for your ship.

If required, transaction cards are keypunched as they are received in the machine room. The update is accomplished by converting the transaction cards to a second tape and then applying the transaction tape to the master tape.

SHIPBOARD NONTECHNICAL ADP PROGRAM

Shipboard Nontechnical ADP Program (SNAP II) is a nontechnical administrative/management supply system which is due to play an increasingly important role in afloat Navy supply system operations.

SNAP II Software

The function of the SNAP II system is to provide automated administrative support to fleet ships through the following SNAP II applications software/files:

- Supply Interim Release (SIR/Supply and Financial Management (SFM) Subsystem
- System Management Subsystem (SMS)
- Maintenance Data Subsystem (MIX)
- Administrative Data Management (ADM) Subsystem

The SIR/SFM provides the primary SNAP 11 software/files that supports both the Navy Afloat Supply System and Supply Organization. System management and system service tasks, in support of other functional (i.e., SIR/SFM) subsystems, are performed by the SMS software/files.

SNAP II Automated Data Processing Equipment

The Automated Data Processing Equipment (ADPE) that provides the mechanical means to operate the SNAP II system consists of the following:

1. AN/UYK-62(V) (H-300) computer
2. Mass Storage Subsystem
3. Communications Subsystem
4. Printer Subsystem
5. Input/Output Subsystem

OPERATION

As a nontechnical administrative/management supply system, SNAP II manning is not concerned with manning of watch stations at various conditions of readiness. The operators of SNAP II remote terminals are not computer experts. Operators are "customers" of the services the computer system provides (e.g., supply and fiscal data). The only skills required beyond those needed in their rating (e.g., Storekeeper Second (SK2)) are the skills necessary to gain a periodic access to the system, query the system for data, and to terminate their access. Since the data to be handled by the terminals are rating related, the SK user should receive onboard training on supply department SNAP II operations.

FINANCIAL RECORDS AND REPORTS

The accounting performed on automated ships differs in some aspects from that on nonautomated ships. This difference is primarily in recording OPTAR charges and depends on whether the automated ship is a nonstock-funded or stock-funded ship.

STOCK-FUNDED SHIP

Stock-funded ships include tenders and repair ships (class 207 accounting) and fleet-issue ships (class 224 accounting). On these ships, the inventory is carried in the Navy Stock Account (NSA) and has not been charged to the ships' OPTAR. The requirements for class 207 and class 224 accounting are not covered in this text except as they pertain to OPTAR accounting and inventory control.

Stock replenishment requisitions are not charged to the OPTAR but are accounted for as transfers between supply officers within the Navy Stock Account.

The same OPTAR and budget records discussed before are maintained. However, they are posted from the data accumulated on the FMF mentioned earlier in the chapter. Issue requests submitted on DD Form 1348 result in either an issue or a DTO requisition. As the DD Forms 1348 are processed, the financial data, representing expenditures or obligations as appropriate, are transferred to the FMF. The Departmental Budget Report which lists the totals of expenditures and obligations by departments and a grand total of all expenditures and obligations is prepared from this tape.

The total of all expenditures is posted to the Departmental Budget Report and the balance of the OPTAR is reduced. The expenditures and obligations are posted separately to the Divisional Budget Report. When DTO material is received, the obligation is converted to an expenditure and is listed on the next posting report.

The machine room again makes use of the FMF to prepare machine listings to support the monthly NSA stores returns. This includes preparation of necessary summaries. You are, in effect summarizing your own ship for all NSA material consumed for the month as well as summarizing transfers to other ships.

The listings (with cards) that were discussed earlier are received from Defense Finance Accounting System (DFAS). They are:

- Unmatched expenditure listing (monthly)
- Aged unfilled order listing (quarterly)
- Filled order/expenditure/difference listing (monthly)

The listings must be reviewed and any corrections annotated thereon and returned to DFAS.